



MILWAUKEE COUNTY
Behavioral
Health
Division

myAvatar™

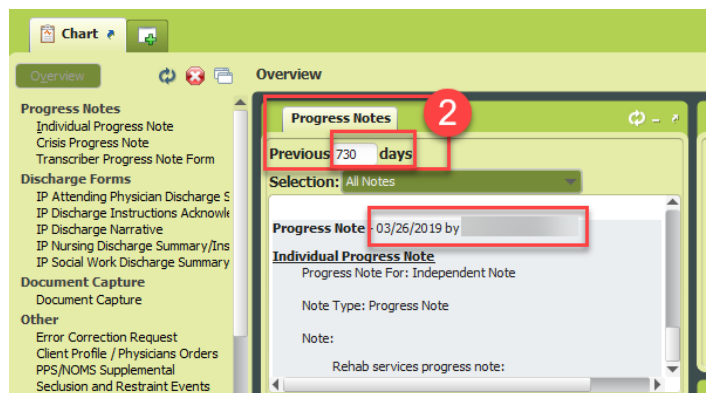
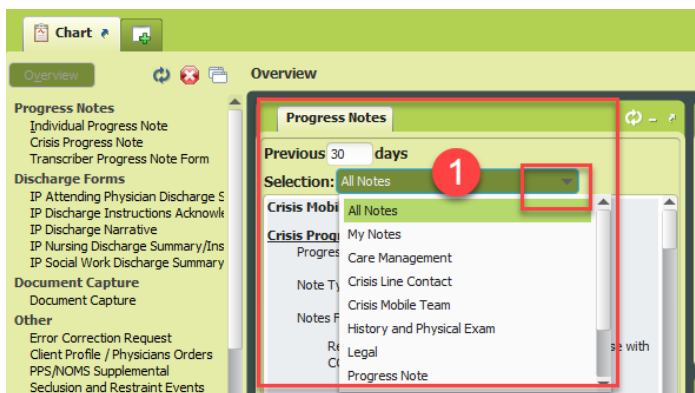
Tips and Tricks



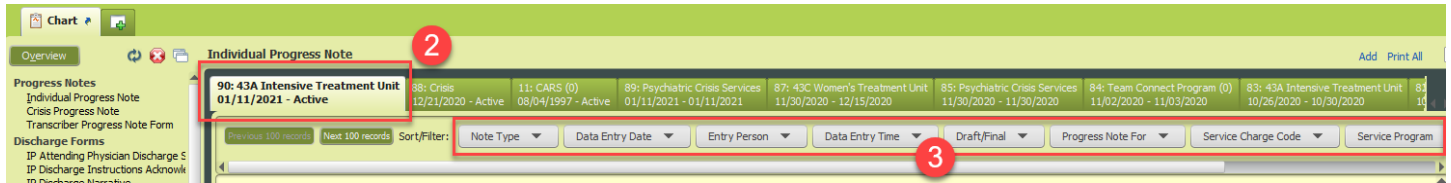
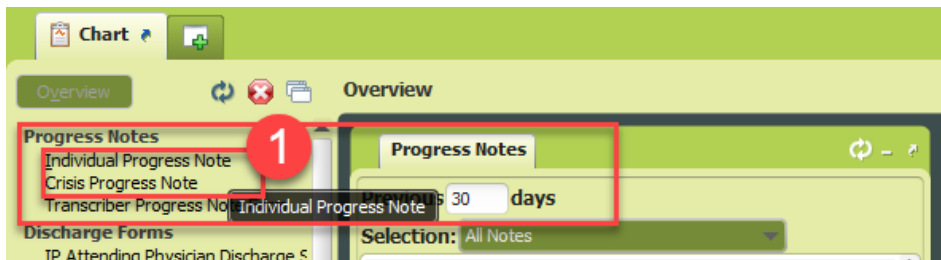
Progress Notes- How to Find and View Progress Notes in Avatar

There are several options available to access and view Progress Notes in Avatar. Depending on your need, use one of the 4 options below for note access.

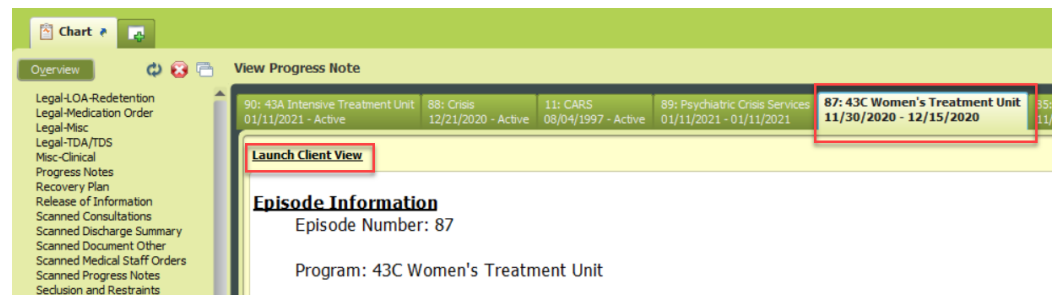
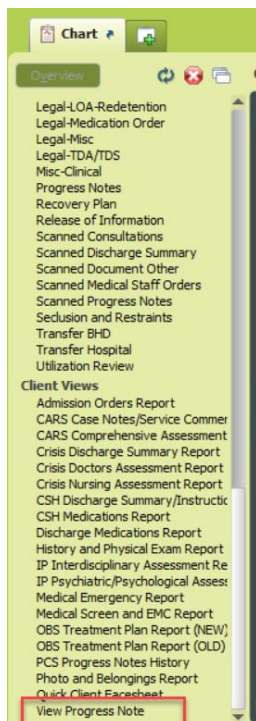
- A. Use the Progress Notes widget for quick, easy access of all progress note records for a client. You can filter your view for a particular Note Type or specify the 'Previous number of days' in which you want see notes. From the client's chart (Chart View):
 1. Use the dropdown menu under 'Selection' to filter by Note Type.
 2. The Progress Notes Widget defaults to display notes submitted in the past 30 days. To view older notes (Previous X days) enter the # of days and click 'Tab'. Use the scroll bar to find older notes.



- B. If you know which form was used to create the note (Individual, Crisis, or Transcriber) it may be helpful to filter notes to just a particular form and episode by using the form links in the client's chart. NOTE- this option may provide a limited view of client notes since results will display only notes entered in the selected progress note form (either Individual, or Crisis, or Transcribed) . To view Progress Notes of the form selected that were submitted in the last 365 days:
 1. Select the form by clicking the link to the form on the left-hand side of the chart.
 2. Select the appropriate tab for the Episode of Care as needed.
 3. Use any of the various filters (i.e., Note Type, Entry Person, Service Program) to narrow search results. Click on the drop-down menu on each filter to select your sort.



C. To generate a report of all Progress Notes by episode, click on the View Progress Note link in the 'Client Views' section of forms on the left-hand side of the chart. Select the appropriate episode of care and click 'Launch Client View'.



A Progress Notes Report is generated for the specific episode selected.

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Milwaukee County Behavioral Health Div. 9455 W Watertown Plank Rd Milwaukee, WI 53226-3559			
Progress Notes Report			
MRN: [REDACTED]	Patient Name: [REDACTED]	DOB: [REDACTED]	
EP#: 87	Admit Date: 11/30/2020	Discharge Date: [REDACTED]	
Practitioner: [REDACTED]	Note Type: Progress Note	Progress Note For: Independent Note	
Progress Note:			

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- The screenshot displays the NetSmart Testing application interface. At the top, there is a navigation bar with a 'Home' button and a user profile 'SMorris'. Below this, a 'My Views' section includes links for 'HOME VIEW', 'Client Info', and a list of medical specialties: 'Crisis', 'IP Nursing' (highlighted), 'IP Psychiatry', 'IP Social Work', 'PCS/OBS Nursing', 'PCS/OBS Psychiatry', 'Physical Medicine', and 'Psychology'. The main content area is divided into several sections:
- Client Information:** Displays details for 'NETSMART TESTING (008)' including a profile icon, date of birth 'M, 29, 01/01/92', height 'Ht: 5' 11"', weight 'Wt: 210 lbs', and BMI. It also shows 'Ep: -', 'Problem P: -', 'DX P: -', 'Location: -', 'Attn. Pract.: -', and 'Adm. Pract.: -'. A notification '1. Deceased. Please see Notifi...' is visible.
 - Order Notification Widget:** A placeholder for order notifications.
 - Progress Notes NEW:** A table with columns 'Episode', 'Program', 'Date', 'Note Type', and 'Cli'. It contains one row: '42', 'CARS ACT', '2021-', 'Progress', and 'Un'. Red circles 1 and 2 highlight the table headers and the first row, respectively.
 - Console Widget Viewer:** A section for viewing console widgets.
 - Selected Client: Netsmart Testing (008156874):** A dropdown menu showing 'Episode: All Episodes'. A list of episodes is displayed with columns for episode number, admit/discharge dates, and program names. Red circle 3 highlights the episode list. Red circle 4 highlights the 'All Episodes' dropdown.
 - Forms & Data:** A section for managing forms, including 'IP NURSING ADMISSION' and 'IP NURSING CONSENTS'.

1. Use the filters at the top of the widget (i.e., Program, Clinician) to sort notes as needed. Unlike the dropdown filters described in section B., start typing in a column header and filter the notes by the sort. Click on another column to sort alphabetically. You can even search for key words using the Note column.
2. To redock the widget back into the console view, click the re-dock arrow in the corner that is pointing down and to the left. If you don't re-dock the widget it will remain outside of Avatar even if you log out and log back in.

Avatar General